

Chapter 5 - Voting History Module

April 2006

Recording Voting History

Voted	AV	Voter ID (DLN)	DOB	Voter Name
		A164537085701	09/09/1922	ABERLE, LOIS B
✓		A352132594194	03/14/1983	ADAMS, CYNTHIA MAY
✓	✓	A352745172896	11/23/1949	ADAMS, ROBERT EDGAR
		A352760488696	09/07/1954	ADAMS, SCOTT LAVERN
✓		A352777447628	08/11/1985	ADAMS, STEPHANIE JOY
		A352778549618	08/07/1954	ADAMS, SUSAN LOUISE
✓	✓	A352234586663	08/25/1983	ADAMSKI, ERIN MARGARET
		A352441149260	04/02/1985	ADAMSKI, JOSEPH DOMINIK
✓		A352676546336	05/02/1965	ADDMINGTOH, PARRY LOREN
		A415302603234	03/23/1949	ALFANO, HELENE M
✓	✓	A415454603088	02/02/1984	ALFAHO, JULIE MIMNAUGH
		A415744014118	02/14/1949	ALFANO, RONALD
		A450139768020	01/06/1975	ALLEN, DEREK SKYLER

You can update voting history using either bar code scanners or the keyboard. If you do not have a bar code for a voter you can also update using the voter's name. If you use the QVF to document the issuance of absent voter ballots, voting history for absent voters is updated automatically. When you update voting history for a "Challenged" voter, or a "To Be Verified" voter, the challenge or verification notation is automatically removed and the voter's status reverts to "Active." **Note:** Voter history that is updated within forty days following an election will be reflected in the Voter Turnout Report. History that is updated later than forty days will not be reflected in this report.

Action	Result
Under <i>File</i> click on <i>Voting History</i> .	The <i>Voting History</i> screen appears. This screen can be minimized, or the QVF can be minimized with this window open.
Check that the <u>County</u> and <u>Jurisdiction</u> fields have the proper information, or choose from the drop down lists.	
From the drop down list in the <u>Election</u> field,	

Action	Result
choose an election to update for. Tab to the <u>Precinct</u> field.	
On the right side of the screen click on either <u>Did Vote</u> or <u>Did Vote AV</u> .	These radio buttons determine whether you will record an election day vote, <u>Did Vote</u> , or an absentee vote, <u>Did Vote AV</u> .
At the bottom of the screen, ensure that there are checks in the <u>Show DID vote</u> , and <u>Show DID NOT vote</u> check boxes.	Having only one of these selections chosen will narrow your list to just the category selected. (If you have just <u>Show DID NOT vote</u> checked, as you update voting history, names will disappear from the list.)
	A built in auto-save function will save changes after every 100 entries.

Using a Bar Code Scanner to Update Voting History

Action	Result
To use a bar code scanner, ensure that the cursor is in the <u>Voter ID/Name</u> field. Then scan the bar code on the precinct list.	A check mark appears next to the voter's name in the grid, the voters name will also now appear in bold type, and the <u>Changed</u> counter in the lower right corner of the screen will advance one. The numbers for <u>Show DID vote</u> and <u>Show DID NOT vote</u> will also change.
	If you are showing that a person voted AV, two check marks appear. One check mark indicates that a person voted, the other indicates that he voted AV.
After you have completed your work, click on the [Save Changes] button to save changes that have not automatically been saved.	After the automatic save or manual save has occurred, the print in the grid of voters reverts from bold to the regular font. Saving also makes the notation in each individual record that they voted in the specified election.
After you have saved, if you want to check a voter's history from the <i>Voting History</i> screen, highlight a voter in the grid and click on the [Voter Details] button.	The individual's <i>Voter Registration</i> screen is displayed.
In the <i>Voter Registration</i> screen click on the [History] button at the bottom right of the screen.	The voter's history is displayed.

Using the Keyboard or Mouse to Update Voting History

Action	Result
To use the keyboard to mark voters, either Tab into the list of voters grid, or use the mouse and click into the grid.	You can make changes directly in the grid.
Use the scroll bar or the Up and Down Arrows on the keyboard to find the record that needs to be updated.	
Double click on a voter's name or highlight a particular record and hit the Space Bar on the keyboard to put the check mark in the grid.	A check mark appears next to the voter's name in the grid, the voters name will also now appear in bold type, and the <u>Changed</u> counter in the lower right corner of the screen will advance one. The numbers for <u>Show DID vote</u> and <u>Show DID NOT vote</u> will also change.
	If you are showing that a person voted AV, two check marks appear. One check mark indicates that a person voted, the other indicates that he voted AV.
After you have completed your work, click on the [Save Changes] button to save changes that have not automatically been saved.	After the automatic save or manual save has occurred, the print in the grid of voters reverts from bold to the regular font. Saving also makes the notation in each individual record that they voted in the specified election.
After you have saved, if you want to check a voter's history from the <i>Voting History</i> screen, highlight a voter in the grid and click on the [Voter Details] button.	The individual's <i>Voter Registration</i> screen is displayed.
In the <i>Voter Registration</i> screen click on the [History] button at the bottom right of the screen.	The voter's history is displayed.

Deleting Voting History: You can delete voting history from any election in the QVF, even history that has been replicated.

Action	Result
Under File click on Voting History .	The Voting History screen appears.
Check that the <u>County</u> and <u>Jurisdiction</u> fields have the proper information, or choose from the drop down lists.	
From the drop down list in the <u>Election</u> field, choose an election to delete history for. Tab to the <u>Precinct</u> field.	
In the <u>Precinct</u> field choose the precinct that you want to work on from the drop down list.	After a moment, a list of all the eligible voters in that precinct will appear in the grid at the bottom of the screen.
On the right side of the screen click on either <u>Didn't vote</u> or <u>Didn't vote AV</u> .	The radio button shifts to the type of history that you want to remove.
If you have bar codes, you can use the scanner to delete history.	
If you are not going to use the scanner, either Tab or use the mouse to move the cursor from the <u>Voter ID/Name</u> field to the grid of voters.	Cursor disappears.
You can now either double click with the mouse or use the Space Bar on the keyboard to remove check marks from voter's names.	The check mark disappears from the voter's name in the grid, the voters name will also now appear in bold type, and the <u>Changed</u> counter in the lower right corner of the screen will advance one. The numbers for <u>Show DID vote</u> and <u>Show DID NOT vote</u> will also change.
After you have completed your work, click on the [Save] button to save changes that have not automatically been saved.	After the automatic save or manual save has occurred, the print in the grid of voters reverts from bold to the regular font. This also removes the notation in each individual record that they voted in the specified election.

Viewing Voting History

Action	Result
Perform a search to get to a person's <i>Voter Registration</i> screen.	The <i>Voter Registration</i> screen is displayed.
In the lower right corner of the <i>Voter Registration</i> screen click on the [History] button.	The <i>Voter History</i> screen is displayed.
The <i>Voter History</i> screen contains a grid with three tabs. Click on the <i>Voting Record</i> tab.	The grid will list all the elections the voter has participated in.
The <i>Voting Record</i> is only updated when the changes are saved in the <i>Voting History</i> screen. You can print a person's <i>Voting Record</i> by clicking on the [Print] button.	The <i>Voter Record Report</i> screen is displayed.
Choose to <u>Print Now</u> or <u>Print Later</u> , then click on the [OK] button.	The report either starts printing immediately or is sent to the <i>Local Report Queue</i> and you are returned to the <i>Voter History</i> screen.
Click on the [Close] button.	You are returned to the <i>Voter Registration</i> screen.
Click on the [Close] button.	You are returned to the <i>QVF Main Desktop</i> .

Generating a Lists of Voters for Past Elections

Action	Result
From <i>Reports Module</i> on the Menu bar, highlight <i>Custom Voter List</i> .	The <i>Custom Voter List</i> screen is displayed.
Click on the [Selection Criteria] button.	The <i>Custom Voter List Selection Criteria</i> screen is displayed.
Click on the <i>Elections</i> tab.	All the elections in the system are displayed in the grid.
Place a check mark next to <u>Select Specific Items To Include</u>	The grid becomes enabled.
Highlight the election for which you want the list.	You can highlight more than one election by holding down the control key and clicking on as many elections as you want. But you will get a separate list of names for each election.
Beneath the elections, on the right side of the screen are check boxes for <u>Voted AV</u> and <u>Voted (Non AV)</u> . Place check marks for the options you want to employ.	When the list is run it will contain all voters, voters who voted by AV ballot (Voted AV) or voters who voted at the polls (Non AV).
Leave the default values entered at the bottom of the screen in the fields for <u>Registered Between</u> , <u>Gender</u> and <u>Status</u> .	
Click on the [OK] button.	The list is generated and you are returned to the <i>Custom Voter List</i> screen. The number of names on the list appears next to the [Selection Criteria] button if you have the “auto count” checked..
At the top of the screen select the icon for <u>Preview</u> <u>Print Now</u> , <u>Print Later</u> or <u>Print to Zipdisk</u> or print in <u>PDF format</u> and click on the [OK]button.	The list is run and you are returned to the <i>Reports Menu</i> ..